



## CHAPLAIN MENTORING

# **Chaplain Mentoring**

**Session 1  
Getting Acquainted**

**Session 2  
The CAP Chaplaincy**

**Session 3  
Moral Leadership**

**Session 4  
The Unit Chaplain**

**Session 5  
The Mission Chaplain**

**Session 6  
Reporting**

**Session 7  
Chaplain Training**

**Session 8  
Subordinate Unit  
Compliance Inspection**

**Session 9  
Wearing the CAP Uniform**

**Session 10  
Harassment**

**CAPCCS  
2004**

# Mentoring Session 1

## Getting Acquainted

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session: \_\_\_\_\_

### Get Acquainted

Discuss the following:

1. Who are the individuals who have had the most profound impact on your life?
2. Who would you call your spiritual advisor?
3. What is one benefit you have gained from this spiritual advisor?
4. What influenced you to seek appointment as a Civil Air Patrol Chaplain?

### Professional Training

#### Chaplain Activities, CAP Regulation 265-1

Discuss Section A – General Provisions

1. Authority for Organization
2. Mission of the CAP Chaplain Service

Discuss Section B- Chaplain Standards

3. Chaplains
4. Moral Leadership Officers
5. Chaplain Restrictions
6. Chaplain Appointment

Discuss Personnel Records – CAP Form 45 and CAPO Form 45b

### Assignments for next session

Read Chapter 1, The CAP Chaplain, from the Chaplain Service Handbook, CAPR 265-4

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Mentoring Session 2

## The CAP Chaplaincy

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### Review

1. What have you done in CAP Chaplaincy since the last session?
2. Do you have any questions about what you did as a Chaplain?
3. Have you met with your commander to discuss what is expected of you in the unit?
4. What immediate problem do you have? (If there are problems, discuss them now)

### Professional Training

#### 1-1 The CAP Chaplain

1. Discuss the vital interest in the moral and spiritual welfare of CAP Members.
2. Make sure the chaplain understands the rank they received at appointment.
3. Make sure the new chaplain knows the name, rank, address, and phone number of their unit commander.
4. Emphasize the chaplain serves under the direction of the unit commander and is responsible for moral and spiritual welfare of the unit personnel.
5. Make sure the chaplain understands this instruction should be interdenominational.
6. Review the **12 CORE PROCESSES**

#### 1-2 Organization and Responsibility

1. Discuss the dual lines of accountability.
2. Review the CAP Chaplain Service Structure (see Section C, CAPR 265-1)  
Unit Chaplain  
Wing Chaplain, appointed by each Wing Commander, name of their Wing and Chaplain  
Region Chaplain, Appointed by each Region Commander, Name of their Region and Region Commander  
The Chief of Chaplain Services, appointed by the National Commander, name of the National Commander, Name of Chief of Chaplain Services and their responsibilities  
Deputy Chief of Chaplain Services, appointed by the National Commander, name of the National Deputy Commander and their responsibility

# **Mentoring Session 3**

## **Moral Leadership**

Name of Protégé\_\_\_\_\_

Name of Mentor\_\_\_\_\_

Date of Session\_\_\_\_\_

### **Review**

1. Who is your unit commander?\_\_\_\_\_
2. What is the name of your Unit?\_\_\_\_\_
3. Who is your Wing Chaplain?\_\_\_\_\_
4. Who is your Region Chaplain?\_\_\_\_\_
5. Who is the National Chief of Chaplain Services?\_\_\_\_\_
6. Who is the Deputy Director of Chaplain Services?\_\_\_\_\_

### **Professional Training**

1. Discuss the basis for values.
2. Discuss the format of the material.
3. Discuss the role of Cadets in Character Development Sessions.
4. Discuss what a Character Development Session should look like.
5. Review and critique the planning of a Character Development Session done by the protégé.
6. Discuss the importance and plans for recording attendance, subjects discussed, and who has served as a discussion leader and a recorder.

### **Assignment for next session**

Read Chapter 2, The Unit Chaplain from the Chaplain Service Handbook, CAPR 265-4  
Read Paragraph 2-6 f, 2-7 b and 2-9 a, from Cadet Program Management, CARP 52-16

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Mentoring Session 4

## The Unit Chaplain

### Review

1. What are some problems you have encountered in the Chaplaincy recently?
2. Are there questions about Character Development that needs to be cleared up?
3. How are the Cadets responding to your leadership as a Chaplain?
4. Are you interacting with the Senior Members in your unit?
5. Discuss the Ministry of Presence.

### Professional Training

1. Discuss the importance of keeping the commander briefed on what is going on in the unit chaplain ministry.
2. Make sure there is a clear understanding that the Chaplain is the moral and morale eyes and ears for the commander.
3. Make sure there is an understanding that the Chaplain is a part of the Commander's staff and as such should be included in staff meetings.
4. Discuss the specific duties as the unit's religious leader.
5. Discuss the non-chaplain duties.
6. Assist the Chaplain in understanding the role of the Chaplain at Encampments.
7. Emphasize the role of the Chaplain to attest to a cadet's progress as required by CAPR 52-16, Cadet Program Manual. (2-4, 2-5, 2-6, 2-7 and 2-9)
8. Discuss the importance and use of CAP Form 48.

### Assignments for next session

Read Chapter 4, Special Pastoral Responsibilities from The Chaplain Service Handbook, CAPR 265-4

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Mentoring Session 5

## The Mission Chaplain

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### Review

1. Have you completed any interviews with the CAP Form 48? How did the interview go, did the interviewees cooperate in giving helpful information?
2. Have you briefed your unit commander that you will be his moral and moral eyes and ears and report to him in private anything that he needs to know?
3. Do you have any questions about Cadet Encampments and the role of the Chaplain at an encampment?
4. Do you have any questions as to your roles as the Chaplain to attest to a cadet's progress as required by CAPR 52-16?

### Professional Training

1. Discuss the nature and scope of the Emergency Services mission in Civil Air Patrol.
2. Help the new Chaplain to understand the difference between a Search and Rescue Mission and a Disaster Relief Mission.
3. Review the process of dearth notifications.
4. Review the qualifications of a Mission Chaplain using the Specialty Qualifications Training Card for Mission Chaplain. See page 35, CAPR 60-4, Volume II (E)
5. Explain the training necessary to obtain the Mission Chaplain Qualifications. (CAP Form 101T).
6. Emphasize the importance of the Ministry of Presence during a Search and Rescue Mission.

### Assignments for next session

Read Chapter 3, Reporting and Why from the Chaplain Service Handbook, CAPR 265-4.

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Mentoring Session 6 Reporting

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

## Review

1. Do you have questions concerning Emergency Services?
2. If you are on a Search and Rescue and the aircraft is found with no survivors, what is your responsibility as a Chaplain of notifying the family of the deceased?
3. How would you conduct your Ministry of Presence during a Search and Rescue?
4. What is the difference in a Search and Rescue Mission and a Disaster Relief Mission?

## Professional Training

1. Review CAP Form 34 and make sure the Chaplain understands what each item calls for.
2. Discuss ways the information can be kept each month so it is easy to collect for the semi-annual report.
3. Show the Chaplain a copy of a CAP Form 34 that you have completed as a sample.
4. Discuss the importance of this information and how the Wing Chaplain, Region Chaplain and the National Chief of Chaplain Services use this information.
5. This is a good time to discuss the importance of a good record system
6. Inform the Chaplain that out of pocket expenses for Civil Air Patrol activities are legitimate income tax deductions.

## Assignments for next session

Read the Chaplain Training materials.

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_



# Mentoring Session 7

## Chaplain Training

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### **Review**

1. Discuss any questions the Chaplain may have concerning CAP Form 34.
2. Discuss any plans that they are formulating concerning their own personal record keeping of CAP expenses, time given, and miles driven.

### **Professional Training**

Review the material on Chaplain Training. Emphasize the fact that if they are appointed as a chaplain they have already completed Level I and are now ready to begin work on Level II.

Make sure they understand each requirement in the various levels.

### **Assignment for next session**

Read the Subordinate Compliance Inspection Guide prior to the next session.

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Mentoring Session 8

## Subordinate Unit Compliance Inspection

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### Review

1. Make sure the Chaplain understands the requirements for Level I have been met.
2. Ask what requirement necessary for the completion of Level II has the Chaplain met?
3. Ask the Chaplain where the course and test for *The CAP Chaplain* are obtained.
4. Review the procedure for obtaining the Course materials and taking the test for ECI 13.
5. What takes the place of the SLS course for the Chaplain?
6. What takes the place of the CLC course for the Chaplain?

### Professional Training

1. Review the Possible CI grades and important terms
2. Discuss each item on the CAP Subordinate Unit Inspection Guide.
3. Explain and show an example of how these questions should be answered.
4. Make sure the Chaplain understands the answers should be documented.
5. Show an example of how this process of documentation should be done.
6. Discuss with the Chaplain that when the CI personnel arrive for the interview, they should introduce themselves, hand the Inspector a copy of the answers and go over each answer and documentation.
7. Tell the Chaplain these Inspections normally take place approximately every 3 to 4 years.

### Assignments for next session

Read CAPM 39-1, *The Civil Air Patrol Uniform Manual*. Wear your uniform to the next session.

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Next Session, Date and Time \_\_\_\_\_

# Chaplain Mentoring Session 9

## Wearing the CAP Uniform

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### Review

1. Discuss the importance of Compliance Inspections.
2. Ask the Chaplain for ways they plan to keep information required to document answers to the questions asked on the Compliance Inspection.
3. Ask if there are any items on the Subordinate Inspection Guide they do not understand.
4. Ask what documentation they would give for answers to items you select from the Subordinate Inspection Guide.

### Professional Training

1. Inspect the Uniform they wore to this session.
2. Point out any discrepancies in the proper wear of the uniform and show them the regulation that applies to the discrepancy.
3. Review the wear of the Service Dress Uniform with jacket.
4. Review the wear of the Service Dress Uniform without jacket.
5. Emphasize the proper wear of the BDU uniform.
6. Show the proper wear of the Distinctive uniforms and the various ways they may be worn.
7. Discuss the proper wear of the Mess Dress Uniform.
8. Review "Senior Ribbons Order of Precedence", Figure 4-4 in CAPM 39-1.
9. Review the chart showing height and weight standards for the wearing of the Air Force Uniforms.

### Assignment for next session

1. Read CAPR 52-10, *CAP Cadet Protection Policy*
2. Read AFPAM 36-2705, *Discrimination and Sexual Harassment*

Signature of Protégé \_\_\_\_\_

Signature of Mentor \_\_\_\_\_

# Mentoring Session 10

## Harassment

Name of Protégé \_\_\_\_\_

Name of Mentor \_\_\_\_\_

Date of Session \_\_\_\_\_

### Review

1. Are there questions concerning the proper wear of the CAP uniforms?
2. According to the weight and height standards, is the Chaplain eligible to wear the Air Force Uniform?
3. Discuss the wearing of metal specialty badges with the BDU's.
4. Make sure the Chaplain understands the proper wear of the uniforms with and without jacket.

### Professional Training

1. Ask the Chaplain the three categories of abuse and to define each of them.
2. Give the Chaplain the Harassment test and then go through the test and give the proper answers.
3. Help the Chaplain to understand that many times the chaplain is the person the abused person will go to for counsel.
4. The Chaplain must understand the proper procedure is to report this to the commander or higher commander if needed.
5. The Chaplain must understand that Chaplain care charge d with the responsibility of solving problems at the lowest possible level.

### Conclusion of the Mentoring Process

Ask if there are any questions about material covered in this mentoring process. Show them the publication that covers their question and help them find the answer to their question.

Make plans to publicly present them a certificate of completion for Chaplain Mentoring.

Protégé Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_